

# CITY OF FAIRFIELD

## DEPARTMENT OF PLANNING AND DEVELOPMENT

### APPLICATION SUBMITTAL REQUIREMENTS

#### REQUIRED INFORMATION (See following pages for detailed explanation.)

APPLICATION TYPES	Application Form(s)	Findings / Justification	Filing Fee(s)	Environmental Assessment	Notice info for properties within 500'	Legal Description / Title Report	Site Photographs	Contextual Aerial Map	Detailed Site Plan	Building Elevations	Sign Drawings	Conceptual Landscape Plan	Conceptual Grading / Utility Plan	Phasing Plan	Floor Plan(s)	Roof Plan(s)	Building Material Sample(s)	Colored Drawings	Perspective Drawings	Photomontage / Model	Electronic Copy	Parcel Map	Tentative Map	Stormwater Questionnaire	Trip Generation Assessment
	General / Specific Plan Amendment	R		R	R	R*	R	R	O	R											R	O			
	Zoning Ordinance Amendment	R		R	R	R*															R				
	Rezoning	R		R	R	R*	R	R	R	O	O		O								R	O			
	Planned Unit Development (PUD) Rezoning	R		R	R	R*	R	R	R	R		R	O	O	O	O	O	O			R				
	PUD Permit	R		R	R	R*	O	R	R	R		R	O	O	O	O	O	O			R				
	Conditional Use Permit	R	R	R	R	R*	O	R	R	O	O		O	O	O	R	O	O			R				
	Variance	R	R	R	R	R*	O	R	R	R	O		O	O	O	O	O	O			R				
	Minor Development Review	R		R	R	R*	R	R	R	R	O	R	R	O	R	R	R	R	O	O	R			R	R
	Development Review	R		R	R	R*	R	R	R	R	O	R	R	O	R	R	R	R	O	O	R			R	R
	Community Design Plan	R		R				R	R	R	O	R	R					O	R	O	R				
	Sign Program / Freeway Sign Approval <sup>1</sup>	R		R			O	R		R	R										R				
	Tentative Parcel Map	R		R	R	R*	R	R	R					R							R	R		R	R
	Tentative Subdivision map	R		R	R	R*	R	R	R					R	O					O	R	O	R	R	R
	Lot Line Adjustment or Merger	R		R			R	O	O												R	R			

#### NOTES

**R** - Required Item

**O** - Optional Item may be required if determined necessary the the Department of Planning and Development. Determination will be made on a case by case basis.

**1** - The site drawings for sign approval are only required to show the location of the building and sign in relationship to public streets, adjacent property, and surrounding buildings as necessary. Elevations need only depict the sign in relation to the elevation to which it is to be attached.

**\*** - Two sets of labels are required.

**-10 sets of full-size drawings, 10 sets of 11" x 17" reductions, and 1 set of 8.5" x 11" reductions shall be submitted with the initial application.**

**-Full size drawings need to be folded down to 12" x 15" when submitted.**

**-20 sets of tentative subdivision maps shall be submitted.**

**- All applications are subject to additional information required for CEQA analysis.**

#### APPLICATION SUBMITTAL REQUIREMENTS

## PLAN PREPARATION GUIDELINES

- ☐ All plans shall be drawn on the same size sheets. The sheets shall be no greater than 30" x 42".
- ☐ All site plans and conceptual landscape plans shall be drawn to a scale not to exceed 1" = 40' or 1/8" = 1".  
The scale used and north arrow shall be included on the plans.
- ☐ All required drawings shall be collated and stapled along the left margin, and folded to a size no greater than 9" x 14".
- ☐ A one-sheet master plan shall be provided when the detailed site plan cannot contain the entire project on one sheet.
- ☐ All plans shall be clearly labeled with sheet title.
- ☐ 10 sets of collated drawings, 10 sets of 11" x 17" reductions, and one set of 8 1/2" x 11" transparencies shall be submitted with the initial application for each project, even if the project involves multiple applications. Additional drawings, including the 8 1/2" x 11" transparencies, will be required prior to scheduling the project for a public hearing/meeting.

## CONTEXTUAL MAP

This map is intended to show the relationship of the proposed project to the surrounding buildings and site features. The easiest way to prepare this map is to show the proposed site plan on a topographic map or aerial photograph. The Contextual Map should include the following information:

- ☐ Vicinity Map indicating the site in relation to adjacent or major streets.
- ☐ Location of the site and relationship of the proposed project to existing and surrounding land uses, noting all significant structures, landscaping, and topography.
- ☐ All buildings within a 10 to 300 foot radius of the site, including median islands and breaks.
- ☐ Footprints of adjacent structures.
- ☐ Adjacent access and circulation.
- ☐ Contour elevations, slope banks, ridge lines, natural drainage courses, rock outcroppings, and all mature trees.
- ☐ Driveways, parking, and loading areas.
- ☐ Proposed and existing open space and/or wetlands.

## SITE PLAN

The Site Plan shall be fully dimensioned and drawn to a usable scale (1" = 40' or larger) showing the size and location of the following:

- ☐ Lot lines, property dimensions, and all easements on the subject property.
- ☐ Access for pedestrians, bicycles, and vehicles showing service areas, points of ingress and egress.
- ☐ Internal circulation pattern (walkways and drive aisles).
- ☐ Distances between buildings and/or structures.
- ☐ Building setbacks and required yard areas (front, rear, and sides). Location, height, and materials of wall and fences.
- ☐ Location of exterior light fixtures.
- ☐ Existing and proposed sidewalks, curbs, gutters, driveways, and paving widths on-site and on all adjacent properties and properties across the street.
- ☐ Typical street section(s).
- ☐ Location and footprint of buildings within approximately 50 feet of the site.

### **SITE PLAN (continued)**

- ☐ Location, dimensions, and height of outdoor storage areas, trash enclosure, and mechanical service areas.
- ☐ Location of existing and proposed utilities (sewers, water main, culverts, power and telephone lines) on-site and within 50 feet of the boundary of the site.
- ☐ Site Plan Summary Table with the following information:
  - Lot area.
  - Existing and proposed zoning and land use.
  - Site coverage.
  - Gross floor area per building and total for all non-residential buildings.
  - Floor area ratio and lot coverage (percentage of net acreage after dedication of rights-of-way).
  - Gross density (for residential projects).
  - Number of unit types, square footage by unit type, number of bedrooms, number of stories, and number of units per building.
  - Proposed landscape area (square footage and percent of net acreage after dedication of rights-of-way).
  - Required and proposed number of parking spaces (covered, uncovered, disabled, and compact, as possible).
  - One full size site plan shall be colored and include a legend.

### **CONCEPTUAL LANDSCAPE PLAN**

The Conceptual Landscape Plan shall show all existing and proposed improvements as shown on the site plan (excluding dimensions such as setbacks and street widths) and the following:

- ☐ Location of all proposed plantings.
- ☐ Plant legend identifying plant materials by form or function, and a species palette.
- ☐ Building footprint and roof outlines, including eaves and overhangs.
- ☐ Private walkways, walls, and courtyards.
- ☐ Berms and/ or mounded areas, turf and ground cover areas; shrub locations; accent and street trees; slope planting materials; retaining walls; private and areas; landscape light; and other elements necessary to show the conceptual landscape plan.

### **BUILDING ELEVATIONS**

Architectural drawings shall be drawn to a minimum scale of 1/8" = 1' and include:

- ☐ Elevations of all sides of the building(s); landscaping shall not block buildings.
- ☐ Typical building section(s) showing wall, eaves, roof height, and roof mounted equipment (a roof plan may be required to show such equipment).
- ☐ Materials and colors used called out on buildings elevations.
- ☐ If exterior of existing building is to be changed, show existing and proposed elevations.
- ☐ One set of building elevations colored to the proposed scheme for the project.

### **CONCEPTUAL GRADING PLAN**

The grading plan is typically required for projects where the existing topography exceeds five percent. The grading plan shall show the following:

- ☐ Existing features (natural ground, trees, structures, drainage courses, streets, trails, slopes, etc.) on the subject site within approximately 50 feet of the project boundary.
- ☐ Proposed grading, including structures, curbs, retaining walls, gutters, pavement, swales, trails, etc.
- ☐ Pattern or colored shading of cut and fill areas.
- ☐ Location, elevation, and size of proposed building pads.
- ☐ Cross sections.

### **BUILDING MATERIALS SAMPLE AND COLOR BOARD**

Building material sample and color board shall be mounted on a flat board no larger than 8" x 14" in size.

### **ROOF PLANS**

The Roof Plan shall show the following:

- ☐ Form and configuration of roof.
- ☐ Direction and slope of roof pitch/ drainage.
- ☐ Outline of building footprint below.
- ☐ Potential location of roof mounted mechanical equipment, elevator penthouses, and exhaust ducts for HVAC and/ or kitchen equipment.

### **NOTIFICATION REQUIREMENTS OF THE ZONING ORDINANCE**

Please see Public Notice Handout.

### **ENVIRONMENTAL ASSESSMENT FORM**

This form is provided by the Department of Planning and Development for completion by the Applicant. The information will be used to determine if any potential environmental impacts could result from the proposed project. The California Environmental Quality Act (CEQA) requires such a determination to be made for each project.

### **TENTATIVE SUBDIVISION MAP**

A Tentative Map shall be prepared by a registered civil engineer of a license land surveyor, and shall contain not less than the following:

- ☐ Subdivision title.
- ☐ Key map (if more than one sheet).
- ☐ Sheet number and number of sheets.
- ☐ Location and names of abutting subdivisions.
- ☐ Topographical features within 200 feet.
- ☐ North arrow, scale, and date.
- ☐ Benchmarks.
- ☐ Contours and/ or spot elevations.
- ☐ Vicinity map and surrounding land uses.
- ☐ Owner and subdivider's name, address, and telephone number.
- ☐ Engineer or surveyor's name, address, and telephone number.

### **TENTATIVE SUBDIVISION MAP (continued)**

- ☐ Lot dimensions, numbers, and square footage.
- ☐ Lot sizes: minimum, maximum, and average.
- ☐ Location and description of any trees on property.
- ☐ Building setback lines.
- ☐ Areas subject to inundation.
- ☐ Width and direction of watercourses.
- ☐ List of utilities providing service.
- ☐ Location, size, and approximate size of sewers and drains.
- ☐ The width, grades, names, typical sections, curve radii, and dedication of proposed streets.
- ☐ The location, width, and names of adjacent existing streets.
- ☐ The location, width, and purpose of easements.
- ☐ The location, size, and purpose of utilities.
- ☐ Acreage of subdivision and total number of lots.
- ☐ Outline of existing structures on the property.
- ☐ All cut and fill areas shaded in different patterns.
- ☐ Proposed common areas and areas to be dedicated to public open space.
- ☐ The tentative map shall be accompanied by a soils report and geologic report in accord with the Alquist-Priolo Geologic Act.

### **TENTATIVE PARCEL MAP**

The requirements for a parcel map shall be the same for Tentative Subdivision Map, except that a soils report and geologic report will not be required.

### **TRIP GENERATION ASSESSMENT**

A brief 1-2 page memo shall be prepared summarizing the project (project description), a table showing the trip generation as identified in the most recent Institute of Transportation Engineering (ITE) Trip Generation Manual, exhibits, and conclusions. Traffic engineering best practices shall be utilized in the preparation of the memo.

In general, all residential projects will have a trip threshold of 50 in the peak hour, while all remaining uses will be 100. Projects generating greater than the stated trip generation thresholds will require a full traffic impact report.

If the development cannot be matched up with a land use code in the trip generation manual, the applicant shall provide goby data from a minimum of three (3) similar uses.

The traffic impact report guideline can be found online at: <http://www.fairfield.ca.gov/civicax/filebank/blobdload.aspx?blobid=14757>.